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Staff Council Meeting Minutes

Human Resources

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2-17-2010

# Staff Council Meeting Minutes

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**Georgia Southern University**  
**Staff Council**  
**February 17, 2010**

**Members Present:** Amber Blair, Cam Reagin, Jane Harkleroad, Dorsey Baldwin, Cindy Durden, Bryan Hooks, Chandra Cheatham, Paul Michaud, Laura McCullough, Janet Walker, America Minc, Alan Woodrum, Kent Tatum, Laura Saunders, Linda Smith, Jo-Lyn Bender, Patricia Hendrix, Krey Tinker, Allison Hood

**Absent:** None ☺

**Approval of January Minutes**

Alan Woodrum moved to approve the minutes; Patricia Hendrix provided the second. With none opposed, the minutes were approved.

**Opening remarks**

New members Teresa Lee and Cam Reagin were introduced. B.Hooks explained that 2010 Census data could result in additional representative, so it is important for everyone to complete their surveys. There is also potential for some part-time weekend and/or evening work with the Census Bureau to make @ \$13/hour.

**Open Issues**

L. Saunders said the shared leave committee will try to meet at the end of the month. A. Blair suggested we have an employee incentive committee. A. Blair will chair the sub-committee. The following volunteered to serve on this committee: L. Saunders, L. Smith, D. Baldwin, J. Harkleroad, and A. Minc. The employee incentive committee will plan to meet after the initial shared leave committee meets since some of the same staff are on both, probably in April, when more specific budget information is available.

TFCI is still on track and in progress.

**Merit Ceremony**

Jo-Lyn Bender stated that 68 gifts have been selected already. A. Woodrum explained we had to go back to gifts as opposed to Eagle Express cards because of tax implications. Orders will be placed by March 1<sup>st</sup>, and a default gift will be selected for any not selected unless they indicate to Jo-Lyn that they do not wish to receive a gift.

Please complete scoring by March 24<sup>th</sup>.

Task assignments will be covered in detail at upcoming special meeting. Everything is going smoothly.

**Human Resources-Paul Michaud**

P. Michaud discussed the success of furlough administration in day selection by employee. A report will be generated for b-weekly employees. There are many policies that have been re-written and going before President's Cabinet:

1. Intent to return to work policy for workers' comp.

2. FMLA- 6 forms

3. ADA

4. Overtime and comp time

5. Adverse relationships in the workplace

The RFP for e-learning should be up and running by July 1, 2010. The new manager of compensation and classification has been hired. She will look at the salary matrix, job descriptions, etc. Ale Kennedy has been promoted to Associate Director. Demetrius Bynes will handle all employment.

#### **State Council Webinar**

Members attended and voted on state by-law revisions.

Meeting and webinar adjourned 11:50am.

Professionally submitted,

Amber Blair

Secretary